



February 1, 2017

Greetings Vendor,

On behalf of the City of Dayton, I would like to thank you for considering participating in the 2017 Summer Music Series. Please be sure to read the entire packet as it has new information including our NEW LOCATION for 2017. All vendor applications must be paid with money orders. We request that you provide us with a menu of the items you will be selling and their prices. ***Failure to do so will result in your application being incomplete, therefore not accepted. We will begin accepting applications for the 2017 Summer Music Series on Monday, March 6, 2017.***

If you have any questions, please feel free to contact me by phone at 937-333-3393, or via email at Lamonte.Hall@daytonohio.gov. I look forward to working with you in 2017.

Thank you,

Lamonte Hall, Jr.
Recreation Program Coordinator
City of Dayton – Department of Recreation and Youth Services
937-333-3393
Lamonte.hall@daytonohio.gov



Welcome

The City of Dayton is excited to have you participate in the Summer Music Series at ***RiverScape MetroPark***! We have prepared the following information to ensure we all have a successful event. If you have any questions, please don't hesitate to ask.

Summer Music Series Vendor Information

Event	Jazz Festival	Blues Festival	Reggae Festival
Date	06/11/17	07/16/17	09/03/17
Time	1pm-9pm	1pm-9pm	1pm -8pm
Set-Up	7am – 11am	7am – 11am	7am – 11am
Sales	1pm-8:30pm	1pm-8:30pm	1pm-7:30pm

Hours

- **Set UP** – All vendors *must* be set up by the vendor set-up times indicated above – no exceptions. If selected as a vendor will be given specific arrival instructions. Not arriving during the designated set-up time may void your contract and revoke your access for the event. There will be no refunds for vendors who are not able to participate.
- **Shut Down** - You are expected to shut down at the scheduled time, even if you have a line. This helps the crowd to move off the festival site in a timely manner, allowing for clean-up activities to occur as scheduled. A delay in shut down causes a trickle-down effect, which results in additional labor cost that are not in the budget, i.e., Law Enforcement, Maintenance Staff, etc.

Tar Paper

- **Placement** – Tar paper must be placed under entire booth with no gaps, in order to catch all food drippings and splatters. Tar paper must also be placed under dry storage on sidewalks.

Cooking & Food Preparation

- **Permissible** – Cooking and food preparation *may only* take place:
 - At street level
 - In your booth space
 - On tar paper.
- **NOT Permissible** – You are not allowed to do any cooking, food preparation, and/or dish washing on the sidewalks – even if it is on tar paper.

Storage for Supplies

- **Permissible** – Supplies for operation can be stored within a couple feet of the curb, on the sidewalk if on tar paper.

Grease Removal

- **Removal** – All grease must be removed from the site by the Vendor.

Gray Water

- **Removal** – All gray water must be removed from the site by the Vendor.

Dear Prospective Food Vendor:

Attached, you will find the vendor provisions and application forms. You must apply in advance to be considered as a vendor for the festival. All completed applications will be considered. The vendor fee is **\$220.00 per festival**. **There will be a \$90 discount for those who opt to participate in all three festivals and submit their completed application and fee of \$570.00 by June 1, 2017**. **Checks will not be accepted!** You will receive a receipt upon submittal of your application.

All applications and general provisions must be received *at the Recreation and Youth Services Office by 12:00 noon on the deadline dates indicated below:*

Event Name	Event Date	Application Deadline
Dayton Jazz Festival	Sunday, June 11, 2017	Thursday, June 1, 2017
Dayton Blues Festival	Sunday, July 16, 2017	Thursday, July 6, 2017
Dayton Reggae Festival	Sunday, September 3, 2017	Thursday, August 24, 2017

Space is limited; therefore, applications will be accepted according to the following criteria:

- Local (Dayton) vendors will have preference
- Past vendor performance
- Completed application
- In the event of product duplication, the date of receipt of application and payment will be taken into consideration.

***Applications and payments WILL NOT be accepted after the deadlines listed above. NO CHECKS will be accepted!**

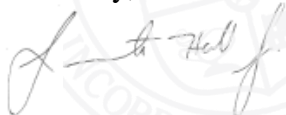
When submitting application materials, please make **money orders** payable to **Downtown Dayton Partnership**, noting in the memo section which event(s) you are participating in, and attach it with your application.

Application materials and payment may be mailed to the following address:

**City of Dayton
Attn: COD – Summer Music Series
101 W. Third St., RYS Mezzanine
Dayton, Ohio 45402**

If you have any questions, please call 937-333-8400. I look forward to working with you in making the 2017 Summer Music Series successful this year.

Sincerely,



Lamonte Hall, Jr.
Recreation Program Coordinator
City of Dayton - Department of Recreation and Youth Services

Enclosures:

Application and General Conditions & Provisions

**2017 City of Dayton
Food Vendor
General Conditions & Provisions Form**

Please check the event(s) for which you are applying:

Check Here	Event	Event Date
<input type="checkbox"/>	Dayton Jazz Festival	Sunday, June 11, 2017
<input type="checkbox"/>	Dayton Blues Festival	Sunday, July 16, 2017
<input type="checkbox"/>	Dayton Reggae Festival	Sunday, Sept. 3, 2017

The 2017 Summer Music Series will be held at RiverScape Metropark in Downtown Dayton, Ohio located at 237 E. Monument Ave. By submitting the Food Vendor Application, you agree to abide by the following conditions and provisions.

GENERAL CONDITIONS AND PROVISIONS ARE AS FOLLOWS:

1. Completed and signed applications, general provisions and fees must be returned to the City of Dayton, Attn: COD Summer Music Series, 101 W. Third St., RYS Mezzanine Level, Dayton, Ohio 45402 no later than the designated deadline by 12:00 noon. Make money orders payable to: **Downtown Dayton Partnership**.
2. All food vendors will be required to meet the Montgomery County Health Department's standards and secure all necessary permits prior to the date of the event. Please provide your agency **Food Service Operation License # _____** or a copy of the receipt for purchase of a Temporary Permit with your application.
3. All City of Dayton Fire Department regulations must be adhered to regarding transportation, set-up, use of, and tear-down of all materials, supplies and equipment needed. According to the Ohio State Fire Marshall's Code, vendors may not have open flames such as gas or propane under a tent cover.
4. Food vendors must secure their own **Commercial General Liability Insurance**. **You must provide proof of this insurance with your application.** The coverage must be for a minimum of \$1,000,000 per occurrence and \$1,000,000 annual aggregate for personal injury and property damage including product liability. The following will be named as an additional insured on the vendor policy: **City of Dayton, 101 W. Third Street, Dayton, OH 45402.**
5. **No alcoholic beverages of any kind are permitted.**
6. All vendors will be assigned a rental space in the food court. Spaces will be assigned according to the types of product being sold, electrical and water needs and space requirements. All vendors are allotted a **25' x 15' space**. Any space need greater than this allotment will require the vendor to apply for and be charged for 2 rental spaces.
7. **Vendors are responsible for proper care of and disposal of trash created by the storage, preparation, and selling of products, and complete cleanup of their rented space.** Waste containers will be made available for regular trash and recycling materials, including cardboard. All food must be removed from the site. Grease / Oil / Grey Water must be removed from the site by the vendor.
8. All cooking, preparation and supplies must be on tar paper. Vendors must supply their own tar paper. The tar paper must be placed under the entire booth with no gaps to catch all food droppings and splatter. Self-contained units do not need to use tar paper.

NOTE: You may not dump gray water or grease on the festival site. Vendors violating any of these rules will be suspended from future sales at the festival and will forfeit all vendor fees.

9. No political promotions, fund-raising, raffles or games are permitted.
10. Vendors may not have any pets, other than guide/assistance dogs on the Festival site.
11. Vendors are not permitted to sell products not listed on their applications, or not pre-approved in writing by Recreation Program Coordinator. At the Festival, ***you must*** sell your food items for the prices listed on your application.
12. Vendor Signage must be professional, visible, and easy to read.
13. **Set-up times for vendors will be 7:00 am – 8:45 am on the date of the event.** All vehicles not involved in the concession operation must be removed from the festival area by 11:00 am. Additional vehicles will not be permitted in the festival area for re-supply purposes.
14. All vendors must be **ready for mandatory vendor meeting by 11:00 am and ready to operate by 12:30 p.m. on the date of the event and must start clean up at 8:30 pm for the Jazz and Blues Festivals and 7:30 pm for the Reggae Festival.**
15. Set-up, including all needed equipment and booths, is the vendor's responsibility. If tents are used, they must be free-standing. All equipment must not exceed rented space.
16. The festival planning committee reserves the right to be the sole judge of the suitability of any item being offered for sale. Any decision made by the planning committee shall be final.
17. Any vendor violating the conditions and provisions outlined herein will be asked to leave the event area and the vendor fee will be forfeited.
18. Vendors will furnish and pay for any tax or license that may be required.
19. In the event that the **festival planning committee** cancels this event due to inclement weather or other local emergencies, the following provisions will apply:
 - a. Cancellation is made prior to day of event; vendors will receive a full refund.
 - b. Cancellation is made the day of the event and vendor has set-up and been operating for at least 4 hours; vendors will receive a 50% refund. Delays do not constitute a cancellation and therefore, no refund will be made.
 - c. A Refund Request Form must be submitted to receive a refund.
20. If the vendor cancels for any reason, no refund will be provided.

By signing this application form, you agree to abide by the provisions provided herein.

Print Name _____ Company _____

Signature _____ Date _____



2017 City of Dayton Food Vendor Application Form



MAIL FORM TO:

City of Dayton
Attn: COD Summer Music Series
101 W. Third Street, Mezzanine RYS Office
Dayton, Ohio 45402

Applicant Information

Name: _____ Organization: _____

Address: _____ City/State: _____ Zip: _____

Day Phone: _____ Evening Phone: _____ Fax: _____

Email Address: _____

Event Information

Please check the event for which you are applying;

☐ Jazz Festival ☐ Blues Festival ☐ Reggae Festival

Please note which – if any, of the following amenities you will require (additional fees, beyond Vendor Application Fee, may apply):

_____ Electricity (Please indicate how many outlets below)

110 _____ 220 _____

_____ Water

If any of the above are checked, please use the space below to describe your SPECIFIC needs. If you have all your equipment in a trailer set up, please note that in this section.

Please list all equipment you will bring to place in your assigned space:

Vendor Booth Information - \$220 per 25'x15' space. All money orders must be made out to:
Downtown Dayton Partnership.

Number of Spaces Requested: _____ Total Cost: _____ Yes, menu & price list attached _____

Applicant hereby agrees to be responsible for repairing any damage / loss to the park or equipment which may arise from the above mentioned event. Applicant agrees to hold the City of Dayton, Ohio, Downtown Dayton Partnership, and Five Rivers Metroparks free and clear from any and all liabilities, whether to person or property, as the result of negligence on the part of said individual or organization, or the acts of any of its employees, agents, or anyone visiting the event. Applicant further agrees to adhere to all park rules which have been adopted by the City of Dayton, Ohio.

Applicant's Signature: _____

Date: _____

APPLICATION PACKET CHECKLIST

Please make sure that all of the following have been completed and enclosed for each event for which you are applying:

- ___ 1. Application Form with an **Original Signature**
- ___ 2. General Conditions and Provisions Form with an **Original Signature**
- ___ 3. **Copy** of Food Service Operation License/Receipt
- ___ 4. **Copy** of Proof of Commercial General Liability Insurance
- ___ 5. Item Menu and Price List
- ___ 6. Payment (Make money orders payable to: **Downtown Dayton Partnership.**)

***PLEASE PLACE DOCUMENTS IN THE ORDER THAT THEY APPEAR ON THIS CHECKLIST.**

STAPLE ALL DOCUMENTS TOGETHER.

Please mail required documents above to:

City of Dayton
Attn: COD Summer Music Series
101 W. Third St., Mezzanine RYS Office
Dayton, Ohio 45402

Application Deadline

Dayton Jazz Festival – June 1, 2017
Dayton Blues Festival – July 6, 2017
Dayton Reggae Festival – August 24, 2017

Event Date

Dayton Jazz Festival – **June 11, 2017**
Dayton Blues Festival – **July 16, 2017**
Dayton Reggae Festival – **September 3, 2017**